

***SPECIAL JOINT MEETING  
TIPPECANOE COUNTY COMMISSIONERS  
TIPPECANOE COUNTY COUNCIL  
FEBRUARY 12, 2002***

The Tippecanoe County Commissioners and Tippecanoe County Council met in a special joint meeting on Tuesday, February 12, 2002 at Noon in the Tippecanoe Room in the County Office Building. Commissioners present were: President John L. Knochel, Vice President KD Benson, and Member Ruth E. Shedd. Council members present were: Vice President Connie Basham, Margaret K. Bell, Ronald L. Fruitt, Jeffrey Kessler, and Kathy Vernon; Auditor Robert A. Plantenga, County Attorney David W. Luhman, and Secretary Pauline E. Rohr. (Council President David S. Byers and Councilmember Jeffrey A. Kemper were absent.)

Greg Guerrettaz, President of Financial Solutions and Tippecanoe County's Financial Consultant, was also present.

President Knochel called the County Commissioners' meeting to order.

Vice President Basham called the County Council's meeting to order.

***DISCUSSION: Tippecanoe County Business Plan (aka Tippecanoe County Comprehensive Financial Plan)***

Mr. Guerrettaz summarized an article in the Banker Bond Buyer written by an investment banker in Arizona regarding management practices that affect credit rating.

- Adopt a Fund Balance Policy.
- Adopt a Debt Affordability Policy:
  - Not too much debt.
  - Not debt free.
- Institute Pay As You Go Fund to reduce dependency on debt.
- Adopt a Debt Amortization Policy:
  - Pay first ten years quickly.
- Develop a multi-year plan.
- Communicate with the bond agencies.

***DRAFT: CAPITAL PROJECTS by Priority Level***

High Priority: Drainage corrected from 2,000,000 to 1,000,000 for 2002 thru 2007  
Medium Priority: Agency Assistance: 114,300 approved for 2002  
350,000 requested but not approved for 2002  
350,000 requested for 2003 & 2004

***ATTORNEY LUHMAN'S DRAFT***

(quote)

1. **TIPPECANOE COUNTY GOVERNMENT MISSION STATEMENT** (Proposed)
  - a. Tippecanoe County Government will provide high-quality, responsive services that enhance self-sufficiency, personal safety, economic opportunity and quality of life for all its people.
2. **AGENCY SUPPORT**
  - a. Tippecanoe County Government recognizes that some programs in support of its mission are better and more efficiently provided by non-governmental agencies
3. **AGENCY FUNDING CRITERIA**
  - a. Tippecanoe County Government will provide financial support to non-governmental agencies supporting its mission based on the following criteria:

1. Does the project or program support the Mission of Tippecanoe County Government?
2. Does the project or program support one of the Action Steps identified in the Vision 2020 Plan for the Future of Greater Lafayette in one or more of the following areas:
  - a. Economy
  - b. Education and Learning
  - c. Environmental Quality
  - d. Future Leadership
  - e. Government
  - f. Land Use
  - g. Quality of Life
  - h. Smart growth
3. What percent of the agencies total funding does the request represent?
4. What percent of the agency's total funding is received from
  - a. Federal government grants
  - b. State government grants
  - c. Foundation grants
  - d. Individual donations
  - e. Program income
5. Does the project or program provide goods or services directly to:
  - a. Individuals
  - b. For-profit organizations
  - c. Non-profit organizations

4. **TIMETABLE**

- a. May 1 - Council and Commissioners estimate total agency funding available for next fiscal year
- b. June 1 - Agency requests due to Commissioners
- c. July 1 - Commissioners recommend Agency funding to Council
- d. September 1 - Council adopts Budget, including Agency funding

(unquote)

Mr. Guerrettaz recommended supplying the application form to the agencies for consistency. Limit the space for answers and disqualify if longer than allotted space.

Commissioner Knochel commented that Attorney Luhman's draft gives good guidelines for gauging the agencies' requests.

Attorney Luhman read the current Mission Statement, written March 18, 1998, and his proposed Mission Statement. He thinks the current Statement says the Council and Commissioners will follow the law but doesn't say what they will do.

(quote)

**TIPPECANOE COUNTY GOVERNMENT  
MISSION STATEMENT (Current)**

Tippecanoe County Government will uphold the United States Constitution, Indiana Constitution, and Indiana statutes. Tippecanoe County Government will represent all citizens and maintain open and honest government that focuses on serving the needs of present and future generations. Tippecanoe County Government will communicate and strive to cooperate with all levels of government.

**TIPPECANOE COUNTY GOVERNMENT MISSION STATEMENT (Proposed)**

Tippecanoe County Government will provide high-quality, responsive services that enhance self-sufficiency, personal safety, economic opportunity and quality of life for all its people.

(unquote)

“Homework assignment” for the next meeting:

1. “Tweak” the Mission Statement.
2. Put the criteria into application form.

Councilmember Fruitt asked how much debt the County is allowed. Mr. Guerrettaz responded:

Statutory debt limit of 2% of Assessed Value (w/no bldg. corp.). Reality is how debt burden affects incomes and the overall debt in the County.  
Limited by revenue and applicable revenue source.

Mr. Guerrettaz said Tippecanoe County’s independent credit will not be affected (up or down) by what happens at the State level.

***DRAFT: OPERATING COSTS by Priority Level***

Staff-Jail Expansion was discussed. Hope to generate revenue for housing out-of-county inmates after the first year.

Need to form a Revenue Sub-committee. Only 1 individual has volunteered.

***DRAFT: EDIT FUND 2002***

Beginning Balance	7,205,253
Reserve Amount	2,000,000
Misc. Receipts	549
Projected Income	5,823,626
Interest	264,000
Est. Balance Increase	6,088,175
Encumbrances 2001	748,616
Total Disbursements	3,386,029
Special Projects Ending Balance	5,458,783

***DRAFT: REVOLVING FUND 2002***

Mr. Guerrettaz said Highway won’t use a large share of the Revolving Fund in 2002 because the construction phase will not have begun.

TIF Receipts	935,000
City of Lafayette	467,500
County (this amt. or less)	467,500

***DRAFT: CUM CAP FUND 2002***

Beginning Balance	3,080,737
Reserve	500,000
Encumbrances 2001	742,734
Special Projects - changes	
629 Remodel reduced to	85,000
Real Estate (March)	300,000
Voice Mail	
(April)	35,000

(May) 35,000

***CONSULTING AGREEMENT: D. B. Englehart & Associates***

Commissioner Benson explained that this Agreement with D. B. Englehart & Associates is for services related to the review and bidding process of the County's Group Insurance Program for a fee of \$3,000.00. The Agreement will be effective March 1, 2002.

- Commissioner Benson moved to hire D. B. Englehart & Associates to analyze the County's Health Insurance Plan for the fixed amount of \$3,000.00, seconded by Commissioner Benson.

Councilmember Basham commented that Lafayette School Corporation was very satisfied with their services.

Councilmember Vernon asked who will open the bids and make the decision. Commissioner Shedd said the Commissioners will open the bids and Englehart will make a recommendation to the Commissioners who will make the final decision.

President Knochel read the services Englehart will provide:

Routine meeting with the Insurance Committee (Commissioners, Cederquist, & Weston)  
Analysis of current benefit plan, funding arrangement, etc.  
Collection and analysis of current data  
Preparation of Bid Specifications  
Analysis of proposals received and recommendations  
Coordinate implementation of new benefit plan

- The motion carried.

***MASTER PRODUCT AGREEMENT: HTE: MITS Executive Director Diane Hawkins***

Mrs. Hawkins requested approval of the Agreement with HTE for equipment, software, software services, and subscriptions in the amount of \$91,000.00. She also requested approval of a Claim to pay \$22,500.29 down payment.

- Commissioner Benson moved to approve the HTE Hardware Agreement and approve a Claim in the amount of \$22,500.29, seconded by Commissioner Shedd; motion carried.

***RECESSED***

The Council recessed until 2:00 P.M.

The Commissioners recessed at 2:25 P.M.

***RECONVENED***

In President Knochel's absence, Vice President Benson reconvened the Commissioners' meeting at 2:30 P.M.

***RESOLUTION 2002-10-CM: Amends Cum Cap Plan: Project DD***

Attorney Luhman summarized the Resolution that adds Project DD, a storage facility for the Sheriff and Emergency Management, located at 779 Cordale Road.

(quote)

***BOARD OF COMMISSIONERS OF THE COUNTY OF TIPPECANOE*****RESOLUTION 2002-10-CM**

**RESOLUTION FOR THE AMENDMENT AND RE-ADOPTION OF THE  
TIPPECANOE COUNTY CUMULATIVE CAPITAL TAX IMPROVEMENT PLAN**

**WHEREAS**, The Board of Commissioners of the County of Tippecanoe has the authority to adopt a Cumulative Capital Improvement Plan for the County of Tippecanoe setting forth the uses of the revenues which Tippecanoe County shall receive from the Cumulative Capital Tax duly adopted in the year 1984, (Resolution 84-03-CM); re-adopted May 6, 1985, (Resolution 85-01-CM); re-adopted April 20, 1987, (Resolution 87-10-CM); re-adopted July 16, 1990, (Resolution 90-10-CM); as amended on May 20, 1991, (Resolution 91-07-CM); and re-adopted July 19, 1993 (Resolution 93-08-CM); and re-adopted November 9, 1994; as amended January 20, 1998 (Resolution 98-09-CM); as amended May 4, 1998 (Resolution 98-21-CM); as amended July 6, 1998 (Resolution 98-29-CM); and amended and re-adopted on March 1, 1999 (Resolution 99-12-CM) and amended and re-adopted on February 22, 2000, (Resolution 2000-11-CM) and re-adopted on April 3, 2000 (Resolution 2000-17-CM; and amended and re-adopted on February 20, 2001 (Resolution 2001-07-CM); and amended and re-adopted on September 5, 2001 (Resolution 2001-38-CM); and amended and re-adopted on November 7, 2001 (Resolution 2001-50-CM); and amended and re-adopted on February 4, 2002 (Resolution 2002-05-CM);

**WHEREAS**, the Board of Commissioners of the County of Tippecanoe desires to amend the Cumulative Capital Tax Improvement Plan to add thereto Project DD to provide funds for the acquisition of real estate and improvements located at 779 CorDale Road, Lafayette, Indiana for use by the Tippecanoe County Sheriff's Department and Tippecanoe County Emergency Management Agency for storage of vehicles and equipment, in the sum of \$300,000.000; and

**WHEREAS**, the Board of Commissioners of the County of Tippecanoe desires to re-adopt the Cumulative Capital Tax Improvement Plan, as so amended;

**NOW, THEREFORE, BE IT RESOLVED**, after due consideration, that the following amendment to the Cumulative Capital Tax Capital Improvement Plan be adopted:

There is added to the Capital Improvement Plan the following project:

**PROJECT DD - 779 CORDALE ROAD SHERIFF'S STORAGE FACILITY**

1. Identification and General Description of Project

The Board of Commissioners has determined that the Tippecanoe County Sheriff's office and Tippecanoe County Emergency Management Agency (TEMA) are in need of enclosed storage space for vehicles, equipment and supplies used by their respective departments. The proposed project consists of the acquisition and renovation of a 11,632 square foot warehouse and 917 square foot office facility located at 779 CorDale Road, Lafayette,

3. Identification of All Sources of Funds for Project

Tippecanoe County will grant a maximum of \$300,000.00 from the Cumulative Capital Fund.

4. Planning, Development and Construction Schedule of Project

The property will be acquired and renovated in calendar year 2002.

**BE IT FURTHER RESOLVED**, that in all other respects, the Cumulative Capital Tax Capital Improvement Plan be, and the same is hereby ratified, confirmed and re-adopted to include the following completed and continuing Projects:

**SUMMARY**

PROJECT A - COUNTY EXTENSION BUILDING

PROJECT B - TIPPECANOE VILLA

PROJECT C - COURT HOUSE RESTORATION

PROJECT D - FAIRGROUND IMPROVEMENTS

PROJECT E - TIPPECANOE COUNTY OFFICE BUILDING RENOVATION

PROJECT F - 629 OFFICE BUILDING

PROJECT G - BUILDING AND MAINTENANCE FUNDS FOR 1998

PROJECT H - CAPITAL OUTLAY EXPENDITURES FOR 1998

PROJECT I - EMERGENCY MANAGEMENT CAPITAL EXPENDITURES

PROJECT J - COMMUNITY CORRECTIONS WORK RELEASE FACILITY

PROJECT K - CAPITAL OUTLAY EXPENDITURES FOR 1999

PROJECT L - TIPPECANOE COUNTY SHERIFF'S DEPARTMENT VEHICLE ACQUISITIONS

PROJECT M - CAPITAL OUTLAY EXPENDITURES FOR 2000

PROJECT N - BUILDING AND MAINTENANCE FUNDS FOR 2000

PROJECT O - CORONER'S MORGUE FACILITIES

PROJECT P - TIPPECANOE SUPERIOR COURT NO. 6

PROJECT Q - JAIL ADDITION FEASIBILITY STUDY

PROJECT R - BUILDING AND MAINTENANCE FUNDS FOR 2001

PROJECT S - CAPITAL OUTLAY EXPENDITURES FOR 2001

PROJECT T - CAPITAL OUTLAY FOR INFORMATION SERVICES CONTUTER AND HARDWARE AND  
SOFTWARE

PROJECT U - PARKING GARAGE MAINTENANCE FUNDS

PROJECT V - COURTHOUSE SECURITY CAPITAL EXPENDITURES

PROJECT W - VOTING MACHINES

PROJECT X - CAPITAL OUTLAY EXPENDITURES FOR 2002

PROJECT AA - BUILDING AND MAINTENANCE FUNDS FOR 2002

PROJECT BB - NEW FILING SYSTEM FOR SUPERIOR COURT 5

PROJECT CC - REMODELING AND FURNISHING OF OFFICES IN TCOB AND 629 BUILDING

PROJECT DD - 779 CORDALE ROAD SHERIFF'S STORAGE FACILITY

It should be noted that certain project summary sheets show the combination of EDIT Funds and Capital

Cumulative Account Number Funds, General Funds and/or Private Donations.

Adopted and passed this the 12<sup>th</sup> day of February, 2002.



**BOARD OF COMMISSIONERS OF  
TIPPECANOE COUNTY**

\_\_\_\_\_  
John Knochel, President

\_\_\_\_\_  
KD Benson, Vice President

\_\_\_\_\_  
Ruth Shedd, Member

ATTEST:

\_\_\_\_\_  
Robert A. Plantenga, Auditor of  
Tippecanoe County

(unquote)

- Commissioner Shedd moved to approve Resolution 2002-10-CM, seconded by Commissioner Benson; motion carried with Commissioner Knochel absent.

***ADJOURNED***

- Commissioner Shedd moved to adjourn, seconded by Commissioner Benson; motion carried.

Robert A. Plantenga, Auditor

**BOARD OF COMMISSIONERS OF  
THE COUNTY OF TIPPECANOE**

\_\_\_\_\_  
John L. Knochel, President

\_\_\_\_\_  
KD Benson, Vice President

\_\_\_\_\_  
Ruth E. Shedd, Member

**ATTEST:**

\_\_\_\_\_  
Robert A. Plantenga, Auditor